

The OIG Hotline is a clearinghouse for receiving and handling allegations regarding fraud, waste, abuse, mismanagement, or misconduct that affects DOI programs and operations. Please think carefully about the allegation and the information you have available that can help us determine if mismanagement or criminal conduct has been committed. To process your allegation, we need you to provide as much information as possible regarding the suspect and the victim. Your information should include:

- Who committed the wrongdoing (person, company, or organization);
- What exactly did the individual or entity do;
- Where did the activity take place;
- When did it happen;
- How was the activity committed;
- Do you know why the person committed wrongdoing; and
- Who else has knowledge of the potential wrongdoing?

Without sufficient information we may be unable to act on your allegation. The more information you provide, the better chance we have of determining whether any wrongdoing has occurred. The OIG is very interested in the information you have to provide regarding waste, fraud, abuse, mismanagement, or misconduct in DOI programs.

Examples of allegations that should be reported to the OIG Hotline include:

### **False Claims**

A false claim is the presentation of a claim to any United States Government official or to any Department or Agency thereof for money, property, or services knowing that the claim is false, fictitious, or fraudulent. Examples of such claims are fraudulent travel vouchers, claims for payment for work performed on a contract when the work was not performed or completed, and/or claims by a Federal Government employee alleging that he/she was injured on the job.

### **Embezzlement of Government Funds**

Unlawful conversion or misappropriation of any voucher, money, or thing of value of the United States.

### **Contract Fraud**

Contract or bond fraud typically occurs when a bond, bid, proposal, contract, guarantee, security, official bond, public record, affidavit, or other writing is intentionally falsified. This would include alterations, forgeries, or counterfeiting, etc., for the purpose of defrauding the United States.

### **Theft from Programs Receiving Federal Funds (Including Grant Funds)**

Theft from programs receiving Federal funds, including Indian tribal governments, that suffer loss of more than \$5,000 through or due to embezzlement, theft, fraud, or conversion.

## **Theft of Government Property**

Theft of Government property is the embezzlement, stealing, or conversion of money, property, or thing of value of the United States or any Department or Agency thereof.

## **Bribes and Gratuities**

Bribery is an offer to give something of value with the intent that the recipient will do something improper or will fail to do something they should do within the authority of their position. This also includes organizations and programs receiving Federal funds (including Indian tribal governments).

## **Conflict of Interest and Ethics Violations**

DOI employees in their official capacity are prohibited from personally or substantially participating in any matter in which they have a direct or indirect financial interest. DOI employees are also prohibited from negotiating for employment with any person or company in which they have an official interest.

## **Significant Mismanagement and Waste of Funds**

Mismanagement is a collective term of waste and abuse, such as extravagant, careless, or needless expenditure of Government funds or the misuse of Government property resulting from deficient practices, systems, or controls.

## **Standards of Conduct Violations**

All employees are expected to adhere to certain standards of conduct, which if violated, could reflect on the Department. Such prohibited conduct includes, but is not limited to:

- Official or moral misconduct (on or off duty);
- Soliciting or accepting gifts from outside sources;
- Alleged or suspected situations potentially affecting public confidence in the integrity of the Department;
- Drug and/or alcohol abuse;
- Abuse of authority; and
- Misuse of Government time, equipment, and information.

## **Computer Crimes**

Computer fraud includes anyone who knowingly accesses a computer without authorization, exceeds authorized access, obtains information from any Department or Agency of the United States to further an intended fraud, or to access prohibited sites such as pornographic Web sites.

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